Chapter 16
Shark!mail 3.02 for Windows

Shark!mail 3.02 for Windows provides a convenient medium for Banyan LAN users to communicate with each other. Using Shark!mail, you can read, write, send, and manage your mail messages with ease.

Accessing Shark!mail

The Shark!mail application icon appears at the bottom of the Windows desktop when you log in to the network. If Shark!mail is not running when Windows opens, click on its icon in the Office Communications group window.
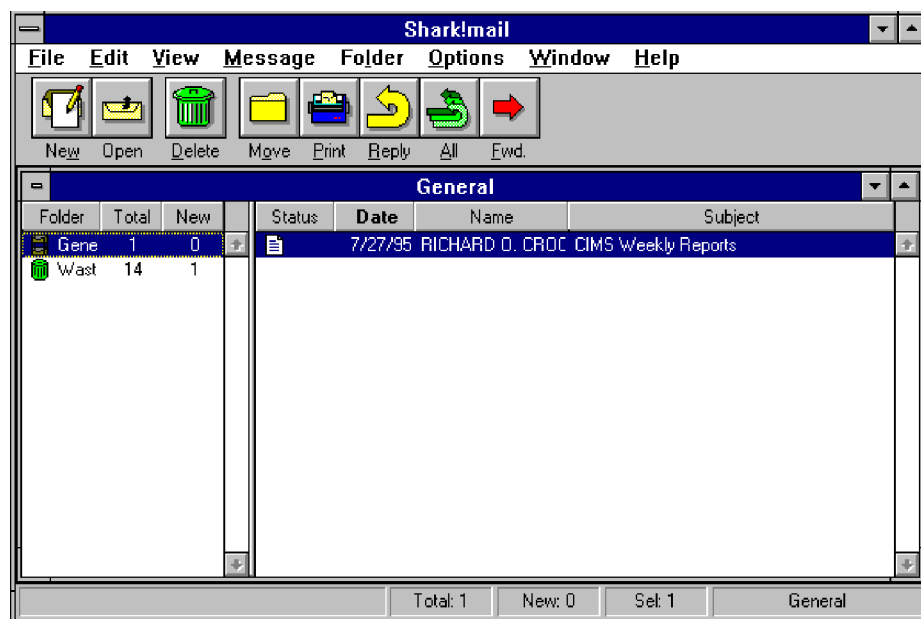
To access Shark!mail from the Windows desktop:

1.   Double-click on the Shark!mail application icon.

The Shark!mail Folder window appears within the Shark!mail Main window.

Shark!mail Main window

Exploring the Main Window

This section covers information about each part of the Shark!mail Main window at startup.

The Title Bar

The *title bar* is located along the top of the Main window and displays the name of the application.

The Menu Bar

The *menu bar* is located just below the title bar and displays the menu names. The following menu names are available in Shark!mail:

Menu name	Description
File and	Contains commands for adding attachments, importing text, saving selected messages to an external file, setting printing paper options, and exiting Shark!mail.
Edit the	Contains commands for selecting a group of messages from message list.
View the	Contains commands for selecting the different ways to view Folder window.
Message	Contains commands for writing, sending, reading, forwarding, printing, and managing your mail messages. The Message menu item also displays the message type option.
Folders folder.	Contains commands to open, create, rename, and delete a
Options folders,	Contains commands to set and save default options for messages, attachments, commands, and other items.
Window and	Contains commands to organize your Shark!mail windows buttons. The names of all currently opened windows on your work space are also listed.
Help	Contains commands to access Shark!mail's on-line Help.

The Button Bar

The *button bar* is located just below the menu bar and provides quick access to the menu bar commands. The configuration of the button bar is determined by the active window type.

	Button	Action
	New	Creates a new message.
	Open	Opens a message.
	Close	Closes a message.
	Delete	Deletes a message.
	Move	Moves a message between folders.
	Print	Prints a message.
	Reply	Replies to messages from the sender only.
	Reply All the	Replies to a message from the sender and to all recipients of original message.
	Forward	Forwards a message.
	Send	Sends a standard message.
	Address	Opens the Address Message window.
	Attach	Brings up an Attachments window.
	Spell Check	Checks the spelling of your message.
	Envelope	Brings up extended envelope options.
	Done	Either opens a Message Disposition window for Read, a

Message Disposition window for Write, or executes the
default   message disposition actions.

The Status Bar

The *status bar* is located across the bottom of the Main window.
Information about the active window is on the right, and space for message
disposition notes is on the left.

Exploring the Folder Window

Shark!mail allows you to organize your mail messages in *folders*. Open
folders are displayed in *Folder windows*. Folder windows contain a title bar
and a split screen.

The Title Bar

The *title bar* is located across the top of the Folder window and displays the
name of the opened folder.

The Folder List

The *Folder list* is located on the left side of the Folder window and displays
an alphabetical list of every folder. The total and new message counts are
optional.

Shark!mail has two default folders: the *General folder* holds your new
messages, and the *Wastebasket folder* stores your deleted messages until
they are removed from your mail system.

The Message List

All messages in the open folder are represented by lines in the *Message list*. *Message lines* display information about each message and are ordered from newest to oldest.

The status of each mail message is represented by a small icon, which appears in the Status column of the Message list. As different actions are performed on a message, the status icon will change accordingly.

Icon	Meaning
	Unread message
	Read message
	Unsent message
	Sent message

Additionally, the following icons may appear in the status column beside a message status icon:

Icon	Meaning
	Certified message
	Message with attachments
	High priority message

Low priority message

Creating a Message

This section provides instructions on how to create a new mail message.

Addressing a Message

With Shark!mail, you can address mail messages to users connected to the Banyan LAN, the Internet, and SoftSwitch.

To address a new message:

1.   Click on the New button, or choose New from the Message menu.

      The Addressing Dialog window will appear.

Address fields (To:, Cc:, Bcc:) are located at the top of the Address Dialog window, and the StreetTalk Directory Assistance (STDA) Name list box is displayed at the bottom.

2.   Select a Name List type from the Type drop-down list box.

3.   If necessary, use the Search field to browse through the list of names.

4.   Double-click on the name of the recipient from the Names list box. Or select the name, and click on the Add button.

5.   Repeat until all of the main recipients have been added.

6.   To address the mail message to secondary recipients, click on the Cc: or Bcc: option button, and follow the steps above.

7.   When you are done, click on the OK button.

The Message Body window appears.

Message Body
window

Writing a Message

To write a standard message in the Message Body window:

1.   Enter the subject of your message in the text box.

2.   Select the level of urgency of your message from the Priority drop-down list box.

3.   In the larger text box, type the body of your message.

Importing Text

Text that was created with an external editor or word processor can be *imported* into a mail message.

To import text into the message you are writing:

1.   Position the text cursor (|) where you want the imported text to be inserted.

2.   Choose Import from the File menu.
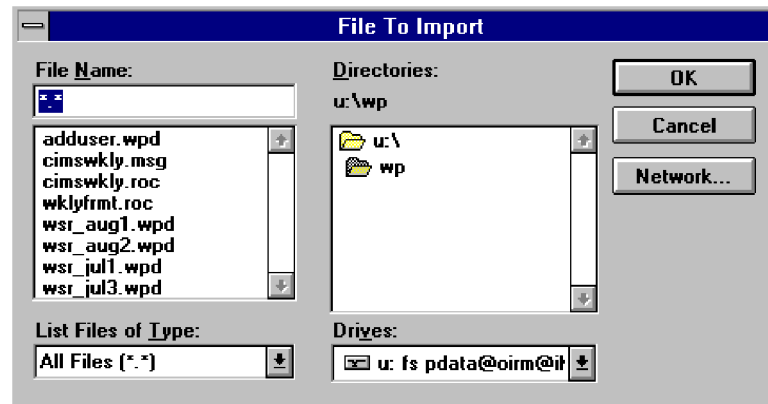
2.   Double-click on the file that you wish to import. Or select the file,
and   click on the OK button.

Sending an Attachment

An *attachment* is a document, spreadsheet, or other type of file that is
logically attached to a mail message.

To attach a file to a standard Shark!mail message:

1.   Click on the Attach button, or choose Attach from the File menu.
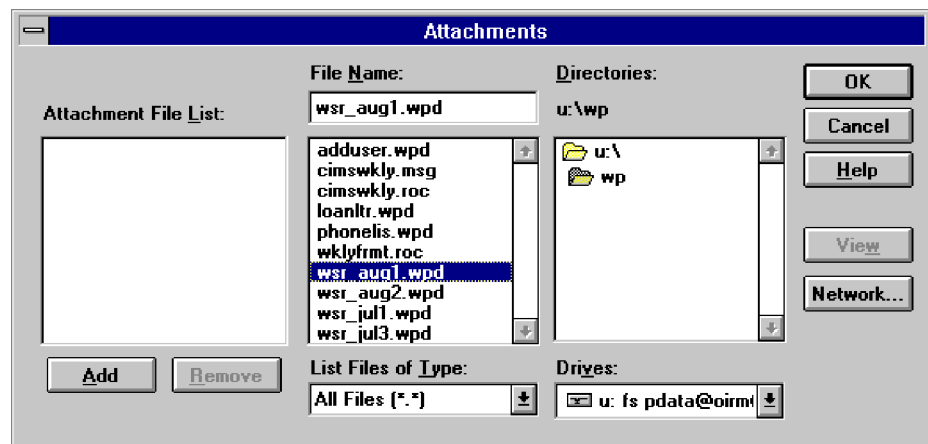
2.   If necessary, select the drive and directory where the file is located.

3.   Double-click on the file that you wish to attach. Or click on the file,
      and click on the Add button.

4.   Repeat until all files have been attached.

5.   Click on the OK button.

Each attachment is represented by an icon and a label in the attachment   box located below the message body.

Sending a Message

There are two ways to send a standard message:

1.   Click on the Send button, or choose Send from the Message menu.

Your message will be sent, and a copy will be left open on your desktop. If you close your copy, it will be saved in the active folder.

-OR-

1.   Click on the Done button, or choose Done from the Message menu.

Shark!mail will send and save your message in the active folder. The Message box will automatically close.

Selecting Messages

Before you can view or work with a message, you must select it. You can select single or multiple messages at one time.

Single Message

To select a single message:

1.   Click on the message line of the message that you want to select.

Multiple Messages

There are three ways to select a set of messages within a folder:

1.   To select a block of adjacent messages, click on the first message line.

2.   Drag the cursor to the last message.

3.   Release the mouse button.

-OR-

1.   To select messages that are not adjacent, hold down the CTRL key, and   click once on each message line.

-OR-

1.   Choose a message set from the Edit menu.

Opening Messages

You can open single or multiple messages at one time. Once a message is opened, you can view and manipulate it.

Single Message

There are two ways to open a single message:

1.   Double-click on its message line.

-OR-

1.   Select the message.

2.   Click on the Open button, or choose Open from the Message menu.

Subject:	CIMS Weekly Status Report
From:	CHRISTINE P. DO@OIRM@IHSHQE
Date:	Tuesday, September 05, 1995 3:04 PM
To:	JANE A DOE@OEHE.3ABQ@IHS

Jane, for a status update, read the following attachment.

Christine

cimswkly.roc
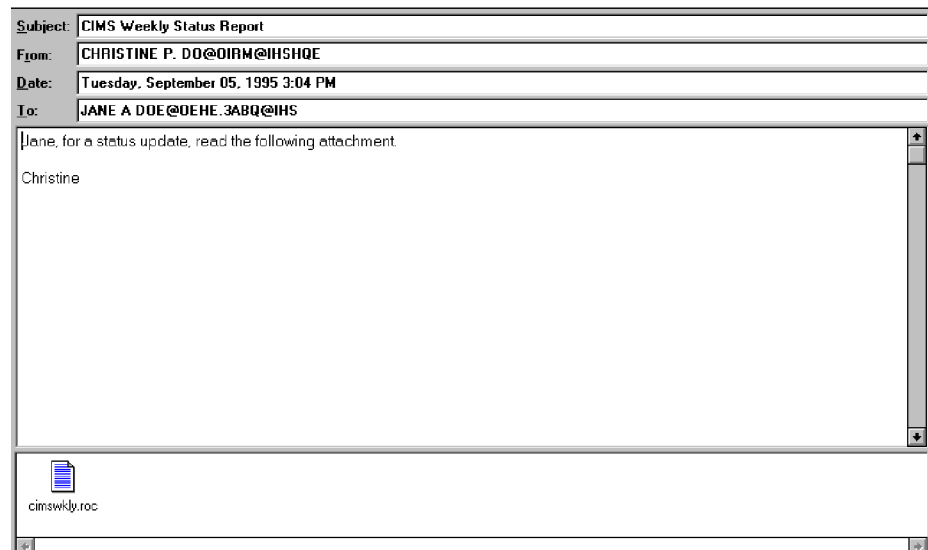
Standard messages will show at least the message body, a subject line,   and the name of the sender. The full addressing will appear if the Show   Address is enabled. Similarly, an icon and a label for each attachment   will appear in the attachment box if the Show Attachments option is   enabled.

note

To customize the message options, choose Message from the Options menu .

Multiple Messages

To open multiple messages:

1.   Select the messages that you want to open.

2.   Click on the Open button, or choose Open from the Message menu.

        The Read Helper dialog box will appear.

Read Helper dialog box
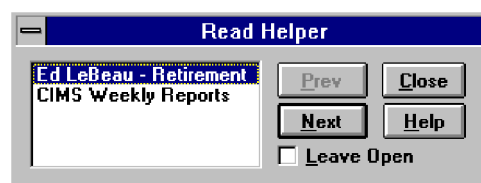
        The box on the left contains the subject lines of all messages selected
to   be opened.

3.   You can open messages sequentially by clicking on the Next and
                Previous buttons, or double-click on a subject line to open a
specific   message.

Saving and Viewing an Attachment

To save and view an attachment:

1.   Double-click on the icon in the attachment box.

Save Attachment dialog box

2.   If necessary, select the drive and directory where you want to save
and   view the attachment.

3.   Type a new name in the File Name text box

4. Click on the OK button.

5. To view the attachment, open the attachment from the appropriate application (e.g., WordPerfect, Lotus 1-2-3, PowerPoint).

note To customize attachment defaults, choose Attachments from the Options menu.

Replying to a Message

Shark!mail displays the original message and allows you to send an answer, or *reply,* to the sender and recipients.
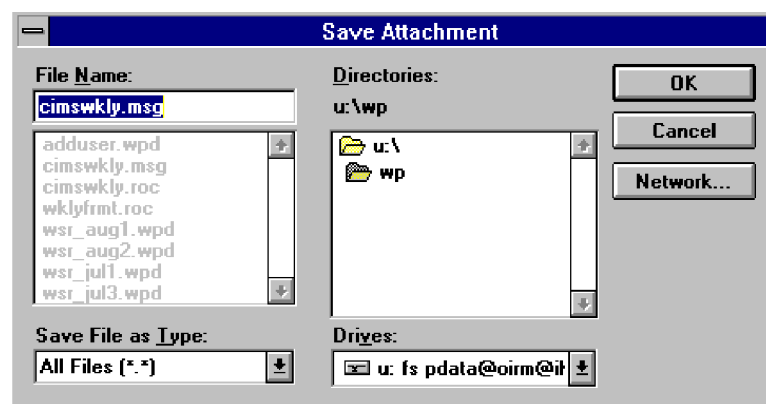
To reply to a read or unread mail message:

1. Select the message that you want to reply to.

2. Click on the Reply or Reply All button, or choose Reply or Reply All from the Message menu.

3. Create and send your reply as you would any standard message.

A copy of your message will be kept in the active folder.

Forwarding a Message

Using Shark!mail, you can enter your comments and *forward* the original message to others.

To forward a message:

1. Open a message that you want to forward.

2. Click on the Forward button, or choose Forward from the Message menu.

3. Create and forward your message as you would any standard message.

A copy of your message will be kept in the active folder.

Deleting Messages

When you delete a message from any folder other than the Wastebasket, the message is moved to your Wastebasket folder. When you delete a message

from your Wastebasket folder, it is removed from the mail system.

> note
>
> If your mailbox exceeds 250 messages, you will be unable to receive new incoming mail. All messages in the Wastebasket are permanently deleted by the system overnight.

To delete a message(s):

1. Select a message to delete by either highlighting its message line, or opening the message. To delete multiple messages, select a set of messages from a folder.

2. Click on the Delete button, or choose Delete from the Message menu.

Printing Messages

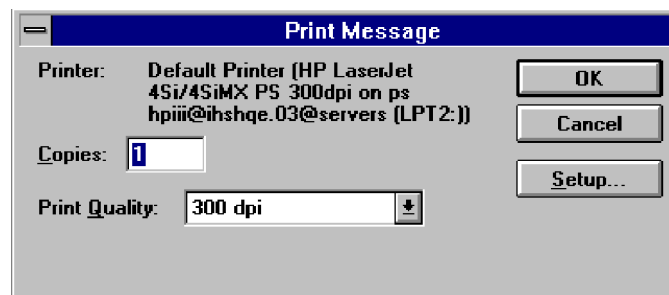You can print read, unread, sent, or unsent mail messages.

To print a message(s):

1. Select a message to print by either highlighting its message line, or opening the message. To print multiple messages, select a set of messages to print.

2. Click on the Print button, or choose Print from the File menu.

Print Message
dialog box

Print Message	
Printer: Default Printer (HP LaserJet 4Si/4SiMX PS 300dpi on ps hpiiii@ihshqe.03@servers (LPT2:))	OK Cancel Setup...
Copies: 1	
Print Quality: 300 dpi	

3. Specify the number of copies to print, and select the print quality.

4. To change the page and printer setup, click on the Setup button.

Print Setup

Printer
- ● Default Printer
  (currently HP LaserJet 4Si/4SiMX PS 300dpi on ps
- ○ Specific Printer:
  HP LaserJet 4Si/4SiMX PS 300dpi on ps hpiiii@ihshqe.03@s ▼

OK
Cancel
Options...
Network...

Orientation
- ● Portrait
- ○ Landscape

A

Paper
Size: Letter 8 1/2 x 11 in ▼
Source: Auto Tray Select ▼
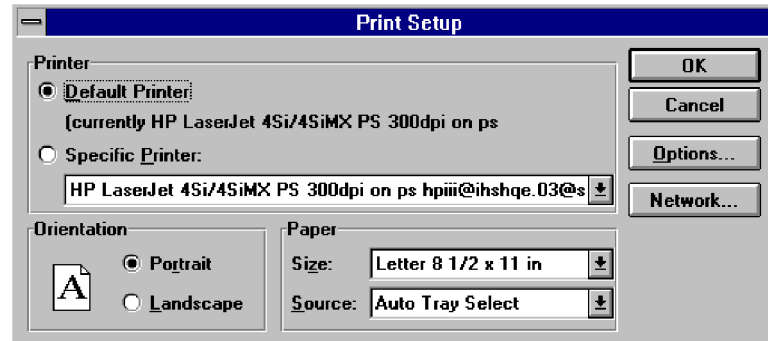
5.   Make the appropriate changes to the printer and paper settings.

6.   When all changes have been made, click on the OK button to return to the Print Message dialog box.

7.   Click on the OK button to begin printing.

Using the On-line Help

The on-line Help provides step-by-step instructions and reference information on all Shark!mail commands, dialog boxes, procedures, and messages.
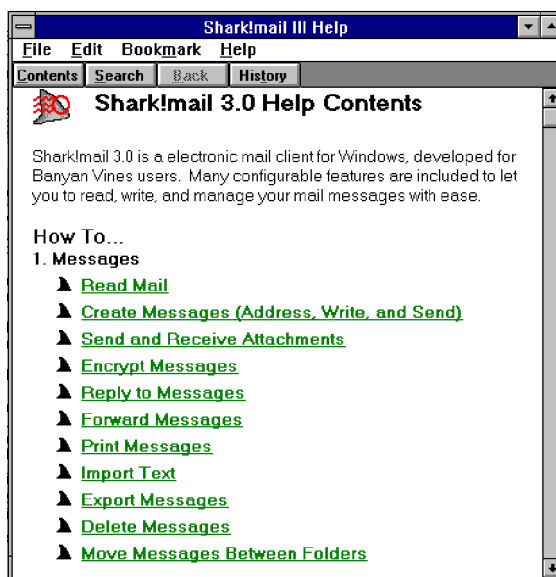
Help functions can be accessed the following ways:

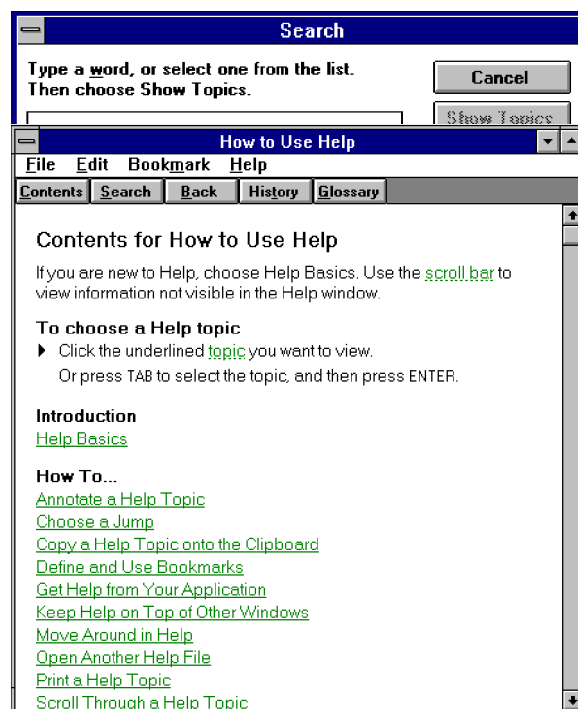1.   Choose a command from the Help menu.

-OR-

1.   Press F1 on the keyboard.

Shark!mail III Help
window

2.   From the Shark!mail III Help window, click on a topic from the Help
Contents, click on the Search button to locate information about a
specific topic, or press F1 to learn how to use Help.

Search dialog box

How to Use windows

Exiting Shark!mail

To exit Shark!mail:

1.   Double-click on the Control-menu box, or choose Exit from the File menu.

note

In order to read or respond to mail messages while you are in other applications, such as WordPerfect, you may choose to minimize the Shark!mail window to an icon instead of closing it.